Oracle® On Track Communication

Administration Console Help

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Oracle On Track Communication Administration Console is the primary tool for administrators of Oracle On Track to manage the On Track application.

This help document provides basic information about the functions and tools available in the administration console. It contains the following topics:

- Connecting to an On Track Instance
- General Features
- Applications
- Realms
- Users and Groups
- Gadgets and Features
- Repositories
- Conferences
- Documentation Accessibility

For complete documentation of Oracle On Track administration tasks, see also: *Oracle On Track Communication Administrator's Guide*.

Connecting to an On Track Instance

You can access the administration console on any On Track server, by navigating to the following URL on any On Track server:

```
https://<server_name>.<domain>:<port>/ontrackAdmin/
```

From the On Track Administration Login page on any On Track server, you can use the username and password fields to log in to the default server instance directly:

1. Enter the Oracle On Track administrator username and password for this server in the **Username** and **Password** fields. (The default administrator account is `Admin`.)

2. Enter the **Server Instance** name of the instance you are connecting to

3. Leave the other fields on the page blank

4. Click **Login**. You will log in to the current server instance

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> **Note:** The default server instance is defined in the web.xml file for the On Track Application running on the server you connect to. If the default server instance is the server you want to connect to, you can leave the **Override default connection with the following parameters:** section blank. Otherwise, use the following procedure to connect to the desired server instance by supplying the server instance information.

You can also access a different server instance by performing the following steps:

1. Enter the administrator Username and Password for the server in the **Username** and **Password** fields

2. Enter the **Server Instance** name of the instance you are connecting to

3. In the section labeled **Override default connection with the following parameters:** select the protocol for the server you want to connect with in the **Protocol** drop down list

4. Enter the host and port for the server in the **Host** and **Port** fields

5. Click **Login**. You will log in to the alternate server instance.

> **See Also:** For more information about configuring the default server connection, see: "Connecting to Oracle On Track Server Instances with the Administration Console" in Chapter 1, "Introduction to Administering Oracle On Track Communication" of the *Oracle On Track Communication Administrator's Guide*

General Features

The following are general features available from many or all pages in the On Track Administration Console:

Tables

Double-click in table rows to open them. For example, you can double-click on a realm to open the realm properties, and you can double-click on a user to open user properties.

Click on the field title in a table column to sort a list by that field. Subsequent clicking on the title toggles the sort order.

Broadcast to All Users

You can click on the Broadcast to All Users button to send a message to all currently-connected On Track users. For example, you might broadcast a warning to users before shutting down the system or disabling a feature temporarily.

Disconnect All Users

You can click on the Disconnect All Users button to schedule a system closure and warn all connected users. When you click **Disconnect All Users**, a dialog box opens with the following fields:

- **Minutes that the system will shut down**: This drop down list sets a timer after which the On Track system will disconnect all users and set the application status to closed.. You can choose a duration between 1 and 60 minutes.

- **Default Message**: If you do not enter text in the Optional Message field, only the text shown in the Default Message will be sent to all connected On Track users.

- **Optional Message**: You can enter a custom message to send to all users along with the default message.

Click **Send** to send the message and schedule the user disconnection event.

> **Note:** The disconnect all users function closes the application but does not shut down the On Track application. If you want to shut down the system after disconnecting all users, you must do so manually.

Allowing Users to Reconnect

> **Note:** If you shut down the On Track application after discconecting users, you must restart it before you can allow users to reconnect.

To allow users to reconnect, perform the following steps:

1. Click **Application**.

2. Set **Application Status** to **Open**.

3. Click **Save**. Users can now log in to Oracle On Track Communication.

Applications

The Application page allows you to display and change settings for the On Track Application and some of its core functionality.

The name of the current On Track instance is shown at the top left of the main area of the screen. Before making changes, be sure that you are altering the correct instance.

The following fields are shown on this page, grouped by topic:

Application Server Host Settings

- **Application Name**: The name of the current On Track Application instance. You can rename the instance by editing this field.

- **Application Status**: **Open** or **Close**. You can set an On Track Application instance to be closed, which prevents users from logging in to the instance. While closed, administrators can still log in. Users attempting to log in will be shown the following message: "The Application is closed at the current time."

  Set the status back to Open to re-enable the instance.

- **Created**: Shows the date and time that this On Track Application instance was installed and configured.

- **Last Modified**: Shows the most recent date and time that changes were made to this On Track Application instance.

- **Time Zone**: By default the Application instance will use the time zone of the computer it is installed on. You can change the instance to use another time zone using the drop down list.

- **Locale**: By default the Application instance will use the locale of the computer it is installed on. You can change the instance to use another locale using the drop down list.

- **Server Host Method**: This setting configures the protocol that must be used to connect to the On Track Application instance. If you set Server Host Method to **HTTPS**, all connections to the server instance must be secure.

  > **Note:** HTTPS will only work if you have configured certificates for HTTPS.

- **Server Host Names**: You can configure an On Track Application instance to use one or more server host names. To use more than one server host name, enter each fully-qualified host name separated by semicolons (`;`).

- **Server Host Port**: The port over which HTTP or HTTPS connections to this On Track Application instance must be made. Make sure that the port you select is open and available on the server.

- **Server Context Name**: The context root on the On Track Application instance host to connect to the instance over HTTP or HTTPS. This value affects the full site name users and administrators use to connect to an Oracle On Track instance.

Example Application Instance Host Connection Settings

If the Server Host Method is **HTTP**, the Server Host Name is `abc.example.com`, and the Server Context Name is `/ontrack`, users will connect to this On Track Application instance with the following URL: `http://abc.example.com/ontrack`

Mail Settings

- **Mail**: **Enabled** or **Disabled**. When set to **Enabled**, users can receive e-mail invitations and daily change summaries from Oracle On Track. Set to **Disabled** to disable e-mail functionality.

  If Mail is **Enabled**, you must configure an external e-mail server using the other mail fields.

- **Mail Host Name**: The fully-qualified host name of your e-mail server.

- **Mail Port**: The port on your e-mail router to which the On Track Application will connect to send e-mail messages using the SMTP protocol.

- **Mail Default From Address**: When the On Track Application sends an e-mail, it will use this value for the `From:` address in the message header.

- **Mail Username**: (Optional) The user name which the On Track Application will use to authenticate with your e-mail server.

- **Mail Password**: (Optional) The password which the On Track Application will use to authenticate with your e-mail server.

Outside In Settings

- **OutsideIn**: **Enabled** or **Disabled**. Oracle Outside In technology generates images of documents, allowing users to review and annotate them from within a conversation. To disable this functionality, set Outside In to **Disabled**.

- **OutsideIn Image Rendering Executable**: The path to the Outside In executable file (`exporter.exe`) to be used by this On Track Application instance for sharing and reviewing documents.

  For example:

  - On Windows: `\OutsideInSdk\ix-8-3-5-win-x86-32\exporter.exe`

  - On SLES 11: `/scratch/aime/Oracle/Middleware/Oracle_ONTRACK1/OnTrack/OutsideInSdk/ix-8-3-5-linux-x86-32/exporter`

  - On RHEL 5: `/scratch/app/Middleware/Oracle_ONTRACK1/OnTrack/OutsideInSdk/ix-8-3-5-linux-x86-32/exporter`

  - On Solaris: `/scratch/aime/Oracle/Middleware/Oracle_ONTRACK1/OnTrack/OutsideInSdk/ix-8-3-5-sun-sparc-32/exporter`

- **OutsideIn Font Directory**: On Linux and Solaris, you must provide the path to the Outside In font directory for Outside In to properly render documents.

  For example:

  - On Red Hat Enterprise Linux 5: `/usr/share/fonts/liberation`

  - On SUSE Linux Enterprise Server 11: `/usr/share/fonts/truetype`

  - On Solaris: `/usr/openwin/lib/X11/fonts/TrueType`

  Note: Outside In will not traverse sub-directories, so if you have multiple sub-directories containing fonts, you must indicate each one separately. You can indicate mulitple directories using a colon character (`:`) between each entry in the field.

Ghostscript Settings

- **Ghostscript**: **Enabled** or **Disabled**. Ghostscript is a tool that converts PostScript formatted documents to Portable Document Format (PDF). This allows users to create PDF versions of documents they upload for review. To disable Ghostscript, set this field to **Disabled**.

- **Ghostscript Executable**: The full path on the current server to the Ghostscript executable file.

  For example:

  - On Windows: `C:\Program Files\gs\gs8.71\bin\gswin32c.exe`

  - On Linux: `/usr/bin/gs`

  - On Solaris: `/usr/local/bin/gs`

Voice Conference Settings

- **Voice**: **Enabled** or **Disabled**. Voice conferencing allows members of a conversation to automatically connect to a telephone voice conferencing system. To disable voice conferencing, set this field to Disabled.

- **Voice Recording**: Voice Recording allows users to record voice conferences for later playback. Voice conference recordings can consume substantial amounts of storage space. The following settings are available using the drop down list:

  - **Always On**: With this setting, all voice conferences are always recorded.

  - **Per Conversation On By Default**: With this setting, voice conferences are recorded by default, but users can choose to disable recording for a conference.

  - **Disabled**: With this setting, voice conferences are never recorded.

Application Sharing Settings

- **Application Sharing**: **Enabled** or **Disabled**. Application sharing allows users to display applications running on their computers to other On Track users, such as during a conference or meeting, using the On Track Real-Time Features Plug-in. To disable application sharing functionality, set this field to **Disabled**.

- **Application Sharing Port**: This port is used for communication between Oracle On Track Real-Time Features Plug-In end-user clients and the server. If you change this port, you must restart Oracle Web Logic Server before the change will take effect.

- **Plug-in Distribution URL**: You can configure where on your network the On Track Real-Time Features Plug-In installation files are located.

  > **See Also:** For more information, see: "Configuring On Track Real-Time Features Plug-In" in Chapter 2, "Configuring Oracle On Track Communication" of the *Oracle On Track Communication Administrator's Guide*.

Realms

Oracle On Track Communication data and configuration is contained within one database realm. If you are synchronizing data using an LDAP-based user directory, it also has a realm. From the **Realms** option on the main menu, you can create a new LDAP realm and manage your existing LDAP and database realms.

This section contains the following topics:

- Managing Database Realms
- Creating and Managing LDAP Realms

Managing Database Realms

To manage a database realm, select it in the list and click the **Open Properties** button. The following fields and options are available:

Database Realm Options

- **Realm Name**: A name to identify this database realm

- **Created**: Shows the date and time this realm was created

- **Last Modified**: Shows the date and time the properties of this realm were last modified

- **Realm Properties**:

- **Database realm enabled**: Enables or disables user account access on this realm.

WARNING: Since the Admin account is a database realm account, disabling the database realm also disables login to the console from any Administrator account in this realm. If this realm has the only account with the Administrator privilege, you will be unable to log in to the Administration Console after disabling the database realm.

See Also: For instructions on how to manually re-enable the database realm, see "Enabling and Disabling the Database Realm" in Chapter 2, "Configuring Oracle On Track Communication" of the *Oracle On Track Communication Administrator's Guide*.

- **User creation enabled**: enables or disables the creation of user accounts in this realm.

- **Group creation enabled**: Enables or disables the creation of groups (by users using the On Track client) in this realm

- **Enable Self Signup from Login Page**: Enables or disables the ability of any visitor to the login page to create an account for themselves

- **Allow Password Reset**: Enables or disables the ability of users to automatically reset their account passwords from the login page

- **Allow Password Change**: Enables or disables the ability of users to change their passwords from the On Track client

- **Users can see public conversations by default**: When enabled, new user accounts are set to allow users to see all public conversations. When disabled, new user accounts are set to be unable to see public conversations unless they are invited.

- **Users can create new conversations by default**: When enabled, new user accounts are set to allow them to create new conversations. When disabled, new user accounts are set to disallow the creation of new conversations.

- **Conversations are discoverable by default**: When enabled, new user accounts are set to create conversations that are discoverable by default (such as from a search). When disabled, new user accounts are set to create conversations that are non-discoverable by default.

Note: The three 'by default' options set the default behavior for new user accounts. These policies can be modified on a per-user basis, and changing these options does not affect previously-created user accounts. Only the default policies for new accounts are controlled by these options.

Password Policy Options:

- **Minimum Password Length**: The system will reject new passwords of less than the specified length.

- **Maximum Password Length**: The system will reject new passwords of greater than the specified length.

- **Number of lower case letters included**: The system will reject new passwords containing fewer than the specified number of lower case letters (a-z).

- **Number of upper case letters included**: The system will reject new passwords containing fewer than the specified number of upper case letters (A-Z).

- **Number of digits included**: The system will reject new passwords containing fewer than the specified number of numerical digits (0-9).

- **Number of special characters included**: The system will reject new passwords containing fewer than the specified number of special characters.

- **Number of days to change the password**: The system will require users to create a new password after the specified number of days have passed since the last time the password was changed.

- **Maximum Password History**: The system can prevent a user from re-using previously used passwords. This value determines the number of old passwords retained by the system to check for recently used passwords.

Creating and Managing LDAP Realms

To create a new LDAP realm, click the **New LDAP Realm** button. To manage an existing LDAP realm, select it in the list and click **Open Properties**.

When you edit an existing LDAP Realm, you step through three pages. When you edit an LDAP realm, there are three tabs that correspond to those three pages. The following sections describe the options and fields on each tab or page:

Realm Configuration

This page or tab contains the following configuration options and fields:

- **Realm Name**: A name to identify this LDAP realm

- **ID**: (not shown when creating new LDAP realm) A system-assigned ID for this LDAP realm

- **Type**: (not shown when creating new LDAP realm) The type of this LDAP realm.

- **Created**: (not shown when creating new LDAP realm) The date and time this LDAP realm was created.

- **Last Modified**: (not shown when creating new LDAP realm) Shows the date and time this LDAP realm's properties were last modified.

- **Host**: The LDAP server name or IP address

- **Port**: The port used for communicating with the LDAP-based user directory. Typically `636` for SSL connections, `389` for non-SSL connections.

- **Secure by SSL**: Enables or disables use of the Secure Socket Layers protocol when communicating with the LDAP-based user directory.

- **Ignore SSL server certificate validity**: When enabled, On Track will ignore certificate validity errors when using SSL to communicate with the LDAP-based user directory.

- **Socket Timeout**: The length of time (in milliseconds) the On Track server will wait from a response from the LDAP directory before timing out the connection.

- **LDAP Version**: The version of LDAP being used by the LDAP-based user directory. Oracle On Track Release 1 requires LDAP version 3.

- **User DN**: The DN to be used when binding to the LDAP server for lookups and searches. For example:

  ```
  dc=username,dc=example,dc=com
  ```

  This field may be left blank for anonymous binds.

- **Password**: The password for the account specified in **User DN**.

  This field may be left blank for anonymous binds.

- **Realm Properties**:

  - **Allow users to log into the system without inviting them to a conversation**: When enabled, users who have accounts in the LDAP-based user directory can log in to Oracle On Track Communication without being invited by an administrator or from within a conversation by another user. When disabled, a user must first be invited before they can log in to On Track.

  - **Users can see public conversations by default**: When enabled, new user accounts will have permission to see all public conversations by default. When disabled, new user accounts will be set to be unable to see public conversations unless they are a member of the conversation.

  - **Users can create new conversations by default**: When enabled, new user accounts will have permission to create new conversations by default. When disabled, new user accounts do not have permission to create new conversations.

  - **Conversations are discoverable by default**: When enabled, new user accounts will have permission to discover conversations (such as from a search). When disabled, new user accounts do not have permission to discover conversations (they can only see conversations they are invited to join).

Search Configuration

This page or tab contains the following configuration options and fields, used to configure how On Track will query the LDAP-based user directory for a user, user attributes, group, or organization chart:

- **Find DN Base**: The "Find" parameters are used to lookup a user's LDAP DN based on their On Track login name (email address). The Base is the Base DN for these LDAP queries. For example:

  ```
  dc=example,dc=com
  ```

- **Find DN Filter**: A filter to use to lookup the user's DN based on their e-mail address. This filter can be augmented to restrict the set of users that can access On Track by including a query term for a specific attribute. For example:

  ```
  (&(objectClass=inetOrgPerson)(mail={0}))
  ```

- **Find DN Attributes**: The attributes to return from LDAP when looking up a user's DN. This value should always be dn unless instructed otherwise by Oracle support.

- **Lookup Attributes**: The attributes to return from LDAP when looking up a user in LDAP. These attributes can be used to populate On Track user fields such as display name and telephone number. The mapping is specified using the fields on the **Attribute Mappings** page or tab, such as **Full Name** and **Phone Number** (see Attribute Mappings). For example:

  ```
  displayname,telephonenumber,mail,orcltimezone
  ```

- **Default Filter**: The LDAP query filter to use when looking up users by DN. For example:

  ```
  (objectClass=inetOrgPerson)
  ```

- **Enable Search**: The search parameters below the **Enable Search** option control how to look up users in LDAP when searching for On Track users. If Enable Search is not checked, then user searches (for example to add a user to a conversation) return only users who are already in the On Track system. If it is checked, it can be used to find users who are in the LDAP directory but who are not yet part of On Track.

- **Search Base**: The Base DN for user-initiated LDAP searches. For example:

  ```
  dc=example,dc=com
  ```

- **Search Filter**: The query filter for user-initiated LDAP searches. This can be modified depending on your organization's use of LDAP to find users by common name, or by e-mail address, or by UID, or by any other attribute that is useful for searching. For example:

  ```
  &(objectClass=inetOrgPerson)(|(cn={0}*)(mail={1}*)))
  ```

- **Search Attributes**: The attributes to return from LDAP when performing a user-initiated search. This controls the information that can be made available to the user performing the search. For example:

  ```
  dn,displayname,city,state,c,telephonenumber,title,mail
  ```

- **Enable Org-chart Search**: Org Chart Search is a feature planned for a future release of Oracle On Track. Do not enable or use this feature in Oracle On Track Release 1.

- **Group Find DN Base**: The Group Find parameters are used to look up an LDAP group by its common name. Base is the Base DN for these LDAP queries. For example:

  ```
  cn=org_groups,cn=groups,dc=example,dc=com
  ```

- **Group Find DN Filter**: The query filter for these LDAP lookups. E.g. (&(objectClass=groupOfUniqueNames)(cn={0}))

- **Group Find DN Attributes**: The attributes to return from LDAP when looking up a group in LDAP. This should always be dn unless instructed otherwise by Oracle support.

- **Enable Group Search**: The Group Search parameters below the **Enable Group Search** check box control how to look up groups in LDAP when searching for On Track groups. If Enable Group Search is not checked, then group searches (for example to add a group to a Conversation) returns only groups which are already in the On Track system. If it is checked, it can be used to find groups that are in the LDAP directory but which are not yet part of On Track.

- **Group Search Attribute Unique Member**: The LDAP attribute that identifies group members for group search. For example:

  ```
  uniqueMember
  ```

- **Group Search Base**: The Base DN for group searches. For example:

  ```
  cn=org_groups,cn=groups,dc=example,dc=com
  ```

- **Group Search Filter**: The query filter for group searches. For example:

```
(&(objectClass=groupOfUniqueNames)(cn={0}*))
```

- **Group Search Attributes**: The attributes to return from LDAP when searching for groups. For example:

```
dn,displayname,uniqueMember
```

Attribute Mappings

This page or tab contains the information on how Oracle On Track will map data returned by searches from the Search Configuration to On Track users and group fields:

- **Name**: The attribute (from Search Configuration) that should map to a user's name in On Track.

- **Full Name**: The attribute (from Search Configuration) that should map to a user's display name in On Track.

- **Phone Number:** The attribute (from Search Configuration) that should map to a user's phone number in On Track.

- **Timezone ID**: The attribute (from Search Configuration) that should map to a user's time zone in On Track.

- **Locale ID**: The attribute (from Search Configuration) that should map to a user's locale ID in On Track.

- **Manager**: The attribute (from Search Configuration) that should map to a user's manager name in On Track.

    > **Note:** The Manager attribute is not used in Oracle On Track Release 1.

- **Title**: The attribute (from Search Configuration) that should map to a user's title in On Track.

- **Organization**: The attribute (from Search Configuration) that should map to a user's organization in On Track.

- **Group**: The attribute (from Search Configuration) that should map to a user's group name in On Track.

- **Phone Number Name**: The attribute (from Search Configuration) that should map to a user's phone number label in On Track (for example; `business`, `mobile`, or `home`.)

- **Make Phone Number Private**: When checked, the user phone number mapped from the LDAP directory is not visible to other users in On Track.

- **Username Regular Expression**: Allowed user names, as a Java regular expression. Only user names that match this expression will be eligible for creation in this realm. For example:

```
^.*@example.com$
```

- **Groupname Regular Expression**: Allowed group names, as a Java regular expression. Only user names that match this expression will be eligible for creation in this realm. For example, the following expression allows any group name:

```
^.*$
```

- **Group User Member ObjectClass**: The objectclass of users who are members of groups. Used when synchronizing groups from LDAP to On Track.

- **Group Group Member ObjectClass**: The objectclass of groups which are members of other groups. Used when synchronizing groups from LDAP to On Track

- **Group Modify Timestamp**: The LDAP attribute used to detect when a group's membership has changed

- **Authenticate with SSO**: If true, users in this realm can be authenticated using Oracle Single Sign On 10*g*. OSSO must be configured before using this option.

- **Authenticate with OAM**: If true, users in this realm can be authenticated using Oracle Access Manager 11*g*. OAM must be configured before using this option.

Caution: You can configure Oracle On Track to use either SSO or OAM with your LDAP directory, but not both.

- **OAM Identity**: The LDAP attribute that OAM will provide to On Track.

- **OAM Logout URL**: The OAM URL to redirect to when a user logs out of On Track. This allows the user to log out of OAM.

- **OAM Lookup Filter**: The query filter to look up a user's DN based on the user identity data provided by OAM.

Users and Groups

You can invite users and manage user accounts from the Users page, and you can view and modify the properties of groups from the Groups page.

Note: If you use an LDAP-based user directory, you should create and manage user accounts directly from your LDAP directory. Use the LDAP Realm management pages to determine which LDAP users can access Oracle On Track.

See: "Creating and Managing LDAP Realms" on page 8 for details.

Searching for Users and Groups

On the Users and Groups pages, you can search for existing users and groups using the Search field. You can use the percent sign (%) by itself as a wildcard, which will return all users or groups. (You cannot append wildcards: all strings are literal strings.)

The search function is not case-sensitive. For example, searching for `Su` will include both `Susan` and `Mitsu` in the results.

This section contains the following topics:

- Managing Users
- Managing Groups

Managing Users

From the Users section you can invite and manage users with accounts created directly in the On Track Application. You cannot invite user accounts that are mastered in an LDAP-based user directory; these accounts are created automatically when you synchronize the LDAP directory.

After performing a search, each matching user account is shown along with the user's locked status, the Realm the user account is in, and the user's most recent connection and disconnection date/time stamp.

This section contains the following topics:

- Unlocking Users

- Adding Users

- Managing Users

Unlocking Users

From the user list, you can see users whose accounts have been locked (usually due to too many unsuccessful login attempts); they will have a lock icon showing in the lock column.

You can unlock a user account by selecting the user in the list and clicking the **Unlock User** button.

User accounts automatically unlock after 20 minutes of inactivity.

Adding Users

To invite a user to Oracle On Track Communication, click the Create User button. Enter an e-mail address. If an e-mail router is correctly configured (see "Mail Settings" on page 4), an e-mail invitation will be sent to the address you specify, containing a URL which a user can click to access the On Track self-registration process. The user will have control over their account information when they create their account.

Managing Users

After performing a search, users are listed on the users page.

To manage other user attributes and properties, select the user account in the list and click the Open Properties button.

The following fields and options are available:

- **User Name**: The account name used to identify the user.

- **Display Name**: The version of the user's name to be displayed in the client.

- **ID**: A system-assigned ID for this user account.

- **Type**: The system user type.

- **Created**: The date and time this user account was created in On Track.

- **Last Modified**: The date and time this user account was last modified.

- **Last Connected**: The date and time this user last logged in to On Track

- **Last Disconnected**: The date and time this user's last session with On Track ended.

- **Realm**: The realm this user's account is mastered in (either the database realm or an LDAP realm)

- **Edit Realm** button: You can click this button to jump to the configuration page for the realm this user is mastered in (either the database realm or an LDAP realm).

- **User Properties**:

  - **This user is verified**: When a user clicks the verify link in an invitation e-mail for the first time, the account becomes verified.

  - **This user account is enabled**: Determines whether this user account can log in to On Track.

  - **This user has On Behalf Of privilege**: This privilege allows a user to perform end-user functions on behalf of another user.

  - **This user has Administrator privilege**: This privilege allows a user to log in to the administration console and configure Oracle On Track.

  - **This user has Developer privilege**: This privilege allows a user to perform specialized administrative functions. This privilege, and the actions it enables, should only be used when directed by Oracle support.

  - **This user can see public conversations by default**: When enabled, the user can discover public conversations. When disabled, the user can only see conversations they are a member of or are invited to.

  - **This user can create new conversations by default**: When enabled, the user can create new conversations. When disabled, the user cannot create new conversations.

  - **Conversations are discoverable by default**: When enabled, new conversations created by this user are discoverable by default. When disabled, new conversations created by this user are set to be non-discoverable by default.

Managing Groups

On Track groups are always created by users from within the On Track Communication user client, or imported from an LDAP-based user directory. From the Groups page you can review groups and group properties.

To review a group or manage its properties, perform a search. Leave the search field blank or use the % wildcard to list all groups.

After performing a search, each matching group is shown along with the Realm, Sync, and the user name of the group's manager.

Select the desired group in the results list and then click the **Open Properties** button.

The following fields and options are available:

- **Group Name**: The name given to the group by its creator.

- **ID**: A system-assigned ID for this group.

- **Type**: The type of group.

- **Created**: The date and time this group was created.

- **Last Modified**: The date and time this group was last modified.

- **Synced**: Indicates that a group has been synchronized between On Track and the LDAP Realm.

- **Realm**: The realm in which this group exists.

- **Edit Realm**: You can click this button to open the Edit Realm page. See "Realms" on page 6 for details on editing realms.

- **Manager**: The user with manager privileges for this group.

- **Members**: A list of members of the group.

Gadgets and Features

Gadgets and Features are optional functions that can be integrated with On Track to add functionality to the application.

Creating Gadgets and Features requires development in one of the supported APIs. For more details, see the On Track developer's documentation at:

From the Gadgets and Features pages, you can add a gadget or feature you have created, and enable, configure, disable, or remove existing gadgets and features.

This section contains the following topics:

- Managing Gadgets

- Managing Features

Managing Gadgets

From the Gadgets page, you can add a gadget, or review and modify the properties of a gadget.

Gadgets currently installed in On Track are listed, along with fields indicating whether they are enabled, available, the scope they are used in, and a date/time stamp indicating the most recent update to the gadget file.

You can sort the list by clicking on any of the field names at the top of the list.

This section contains the following topics:

- Adding a Gadget

- Deleting a Gadget

- Managing Gadget Properties

Adding a Gadget

When you add a gadget, On Track uploads a definition file containing the code for the gadget and implements it. Refer to the On Track developer documentation for details and examples of gadget code.

> **See Also:** *Oracle On Track Communication Developer's Guide*.

To add a gadget:

1. Click the **Create Gadget** button.

2. Enter a name for the gadget and use the **Gadget File** field to select the file for the gadget.

3. The **Gadget Enabled** check box determines whether users can use the gadget in a conversation. If a gadget is available but not enabled, it will be visible, but not functional, and users cannot add new instances of the gadget to conversations.

4. The **Gadget Available** check box determines whether the gadget is visible to users in the list of available gadgets to create.

5. Click **Create**.

Deleting a Gadget

To delete a gadget, select the gadget in the list and click the **Delete Gadget** button.

> **Note:** Deleting a gadget only removes it from the On Track application. The actual file used to create the gadget is not deleted.

Managing Gadget Properties

To manage a gadget's properties, select the gadget in the list and click the **Open Properties** button.

- You can modify the gadgets name using the **Gadget Name** field.

- You can upload a new code file to update or alter the gadget program. Check the **Upload a file** check box and then enter a path to the gadget file in the **Gadget File** field (or use the **Browse** button to select the file).

- Use the **Gadget Enabled** check box to enable or disable the gadget. If a gadget is available but not enabled, it will be visible, but not functional, and users cannot add new instances of the gadget to conversations.

- Use the **Gadget Available** check box to make the gadget available or unavailable to users. This control determines whether the gadget is visible to users in the list of available gadgets to create.

When you are done making changes, click the **Save** button to apply your changes.

Managing Features

From the Features page, you can add a feature, or review and modify the properties of a feature.

Features currently installed in On Track are listed, along with fields indicating a version number and a date/time stamp indicating the most recent update to the feature files.

This section contains the following topics:

- Adding a Feature

- Deleting a Feature

- Managing Feature Files and Properties

Adding a Feature

When you add a feature file, On Track uploads the javascript .js file for the feature. Refer to the On Track developer documentation for details and examples of feature code.

1. To add a feature, click the **Create Feature** button.

2. Enter a name for the feature in the **Feature Name** field.

3. Enter a version number for the feature in the **Feature Version** field.

4. Click **Create**.

After creating a feature, you must upload one or more .js files before it can be enabled. See "Managing Feature Files and Properties" on page 17.

Deleting a Feature

To delete a feature, select the feature in the list and click the **Delete Feature** button.

> **Note:** Deleting a feature only removes it from the On Track application. The actual files used to create the feature are not deleted.

Managing Feature Files and Properties

To manage a feature's files and properties, select the feature in the list and click the **Open Properties** button.

- You can modify the feature's name and version using the **Feature Name** and **Feature Version** fields.

- You can upload code files to update or alter the feature program. Click the **Create Feature File** button, and then enter a path or use the **Browse** button to select a `.js` file for upload.

- You can delete a feature file by selecting the file in the list and clicking the **Delete Feature File** button.

- For features with multiple files, the file order is significant. You can change the order of files by selecting them and using the **Move Up** or **Move Down** buttons to move the selected file up or down in the list. The **File Order** field indicates the file's current order.

- You can modify the properties of a feature file. Select the feature file and click the **Open Properties** button. From the features file property page, you can:

  - View the file's system-assigned **ID** number, **Type**, **Created** and **Last Modified** date/time stamps, **File Mime Type**, and **File Length**

  - Change the **File Name** by editing the field

  - Upload a new version of the file by selecting the **Upload a File** check box and then, in the **Feature File** field, entering a path or using the **Browse** button to select a .js file for upload

  When you are done modifying the feature file's properties, click the **Save** button. You will be returned to the main feature properties page.

When you are done making changes to the feature, click the **Save** button to apply your changes.

Repositories

Integration with Oracle Universal Content Manager (UCM) repositories is a feature planned for a future release of Oracle On Track. You cannot use this feature at this time.

Conferences

On Track conferences are always created from within the end user On Track client. From the On Track Administration Console, you can view details of currently-running conferences and, if necessary, end a conference.

When the Conferences page loads, any currently-running conferences are listed. You can sort the list by clicking on the column headings:

- **Conference Name**: The name of the conversation the conference was created in

- **Conference Type**: Voice or Application Sharing

- **Conference Host**: The On Track application hosting the conference

- **Start Date/Time**: The date and time the conference started

To refresh the list of conferences, click the **Refresh** button.

To force a conference to end, select the conference in the list and click the **Stop** button.

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